

Standing Orders

The procedures for the Parish Council



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Standing Orders give the procedures to be followed in conducting and managing the business of the [Parish Council](#). They provide procedural rules that must be adhered to at all times. These are shown in italics and procedural guidance in regular text. Standing Orders give guidance for matters such as meetings, appointments, conduct of business, public access, declarations of interest, resolutions and voting.

Proper Officer

The person appointed to be Clerk to the Parish Council is the [Proper Officer of the Council](#). As the Proper Officer of the Council, the Clerk is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk shall be responsible for ensuring that the instructions of the Council in connection with its function as

a Local Authority are carried out.

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The Standing Orders document can be found under [Documents and Downloads](#).